

**DEPARTMENT OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
Comptroller Division
5645 East McDowell Road
Phoenix, Arizona 85008-3423**

AZAA-PFC

29 July 1999

MEMORANDUM FOR All Arizona Army National Guard Technicians and Supervisors

SUBJECT: Changes to leave management for Federal Civil Service Employees.

1. Recent Labor/Management negotiations resulted in a number of modifications, additions, amendments to the Labor/Management Agreement. The purpose of this memorandum is to serve as notification to all employees and supervisors of the changes affecting pay and leave management.
2. All terms of the supplemental Labor/Management Agreement (1999) not disapproved by DOD within 30 days from the date of the agreement (15 June 1999) is executed shall be effective on the 31st day after execution (16 July 1999).
3. According to Article XIV, Leave, Section 1 as amended by the supplemental Labor/Management Agreement (1999). The use of annual, compensatory, and sick leave will be administrated in one half (1/2) hour increments.
4. Effective with pay period beginning on 18 July 1999, time card managers will record annual, compensatory and sick leave on increments not less than one half (1/2) hour.
5. Point of contact regarding this matter is Mr. Jack Abeyta at 602 267-2806.

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JORGE F. ROCA
MAJ, FI, AZ ARNG
Financial Manager